

## HRG Memorandum 14-1



**To: KEHP Human Resource Generalists (HRGs)**  
**From: Department of Employee Insurance (DEI)**  
**Re: HumanaVitality Registration and Health Assessment**  
**Date: January 13, 2014**

As we move into the 2014 Plan Year, there are a couple of items for you to be aware of to assist your employees:

### **HumanaVitality Registration to Complete the LivingWell Promise Health Assessment**

Members must register with Humana.com before they can take the HumanaVitality Health Assessment and complete the LivingWell Promise.

To register, the member must create an account, using their Humana ID (not their KHRIS ID). Also, members must have an e-mail address that is less than 40 characters long. If the member's e-mail is too long, you can tell the member to use this e-mail: [member's last name@KEHP.com](mailto:member's last name@KEHP.com) in field that requires an e-mail address.

If the member later gets an e-mail address or a shorter e-mail address he/she can log back in and update to their new e-mail address.

Members who already had a Humana/HumanaVitality account will use their same login information but will notice that the website has been updated.

### **Tracking Completion of the LivingWell Promise Health Assessment**

DEI will receive a weekly file from HumanaVitality that updates KHRIS Infotype 9925 so it will take a few days for a person's status to update in KHRIS. Members who made the LivingWell Promise have until May 1, 2014 to complete the promise.

